

ADMINISTRATIVE MESSAGE

ROUTINE

R 231616Z JUL 02 ZYB PSN 086807Q29

FM COMHFLTACWINGPAC SAN DIEGO CA//N41A//

TO HELSUPPRON THREE
HEL SUPPRON FIVE
HEL SUPPRON ELEVEN
NAS LEMOORE CA
NAS FALLON NV
NAS WHIDBEY ISLAND WA
PACMISRANFAC HAWAREA BARKING SANDS HI

UNCLAS //N04790//

MSGID/GENADMIN/COMHFLTACWINGPAC//

SUBJ/ORGANIZATIONAL LEVEL AVIATION MAINTENANCE MANAGEMENT TEAM
/ADVISORY (AMMT 01-02)//
POC/T. BOELKE/PRC/CHTWP N41A/-/TEL:DSN 735-2005//

RMKS/1. THIS ADVISORY IS APPLICABLE TO ORGANIZATIONAL LEVEL WORK ACTIVITIES AND SHALL BE REQUIRED READING FOR ALL WORK CENTERS. PROGRAM MANAGERS SHALL REVIEW THEIR PROGRAMS AND TAKE ACTION AS WARRANTED.

2. 200 MAINTENANCE TRAINING: THIS AMMT SERVES TO ADDRESS COMMON QUESTIONS IN REGARDS TO THE MAINTENANCE TRAINING PROGRAM.

A. DTPL QUALIFICATION PACKAGES (NA 00-25-100, WP 022) WHEN COMPLETED SHOULD BE FILED IN CERTIFICATION RECORDS AS FOLLOWS: FIGURE 1 (DTPL BILLET DESCRIPTION) SHOULD BE FILED IN THE RIGHT SIDE, SECTION 1. FIGURE 2 (DTPL INDOCTRINATION SYLLABUS) SHOULD BE FILED IN THE LEFT SIDE, SECTION 1.

B. OJT: IN WORK PROFESSIONAL OJT SHOULD BE MAINTAINED IN RIGHT SIDE, SECTION 3. IF TOO BULKY, IT MAY BE MAINTAINED IN A CENTRALIZED LOCATION ACCESSIBLE TO THE MEMBER AND SUPERVISOR WITH A LOCATOR SHEET MAINTAINED IN ITS PLACE IN THE CERTIFICATION RECORD. COMPLETED OJT SHOULD BE FILED IN THE LEFT SIDE, SECTION 1 OR UTILIZING A LOCATOR AS MENTIONED ABOVE. IF OJT IS PART OF A DESIGNATION IT SHOULD BE ATTACHED IMMEDIATELY BEHIND THE APPLICABLE DESIGNATION.

C. GMT: GMT DOES NOT NEED TO BE LOGGED IN CERTIFICATION RECORDS. ONLY MAINTENANCE RELATED ITEMS SHOULD BE MAINTAINED/LOGGED IN RECORDS. HOWEVER, IF GMT SUBJECTS CAN BE TIED TO MAINTENANCE IT SHOULD BE LOGGED. IE; DUMPING OIL IN DECK DRAINS, ORM, ETC.

D. NAMP INDOCS: NAMP INDOCS SHOULD BE SIGNED BY PROGRAM MANAGERS. IF PM'S ARE UNAVAILABLE, THEY MAY BE SIGNED BY PROGRAM MONITORS UNLESS THE PROGRAM SPECIFICALLY STATES THAT THE PROGRAM MANAGER GIVE THE INDOCTRINATION. HAVING MONITORS SIGN INDOCS SHOULD BE THE EXCEPTION HOWEVER, NOT THE RULE.

E. CERTIFICATION RECORDS:

(1) ORIGINAL 4790/12 (CDI/CDQAR/QAR DESIGNATIONS) ARE ACCEPTABLE TO BE FILED IN RECORDS.

(2) THE ONLY PQS THAT SHOULD BE FILED IN LEFT SIDE, SECTION 4

ARE ONES THAT HAVE A NAVEDTRA NUMBER.

(3) COPIES OF DRIVERS LICENSES ARE NOT REQUIRED TO BE FILED IN CERT. RECORDS UNLESS MEMBER HAS OR PLANS TO OBTAIN A QUALIFICATION ON SELF-PROPELLED SUPPORT EQUIPMENT.

(4) MUSTER SHEETS PROVING COMPLETION OF COURSES FILED IN CERT RECORDS ARE ACCEPTABLE IF THAT IS THE ONLY DOCUMENTATION AVAILABLE. MUSTER SHEETS FOR "IN HOUSE" TRAINING ARE NOT ACCEPTABLE. TRAINING SHOULD BE LOGGED ON OPNAV 4790/33 FORMS. ADDITIONALLY, PHOTOCOPIED SHEETS (IE; A WORK CENTER HOLDS TRAINING AND ONE SHEET IS DOCUMENTED AND COPIED WITH A DIFFERENT INDIVIDUALS NAME PENNED IN THE TOP) IS UNACCEPTABLE. EACH CERTIFICATION RECORD SHOULD BE TAILORED TO AN INDIVIDUAL WITH INDIVIDUAL ENTRIES LOGGED IN EACH RECORD.

F. TRAINING INPUTS: DIVISION OFFICERS MUST BE INCLUDED IN THE ROUTING CHAIN WHEN SUBMITTING PROPOSED MONTHLY TRAINING AS PER PARAGRAPH 2(A) OF THE HELTACWING MAINTENANCE TRAINING NAMPSOP. COPIES OF INPUTS AND ROUTING SHEETS SHOULD BE KEPT AS PROOF THAT THIS IS OCCURRING.

G. TAD PERSONNEL: WHEN INDIVIDUALS GO TAD "IN HOUSE" THEY SHOULD CONTINUE TO TRAIN WITH THEIR APPLICABLE WORK CENTER. FOR INSTANCE, AN AD2 GOES TAD TO THE TOOL ROOM. THAT INDIVIDUAL SHOULD TRAIN WITH POWERPLANTS ON TRAINING DAYS AND HAVE THAT TRAINING LOGGED IN THEIR CERTIFICATION RECORD.

H. TRAINING GAPS: GAPS IN TRAINING NEED TO BE EXPLAINED. IF A MEMBER GOES TAD TO A RATE RELATED SCHOOL, ETC AN ENTRY EXPLAINING "TAD TO X SCHOOL" AND DATES ATTENDED COVERS THOSE GAPS. TAD TO 1ST LT OR COFFEE MESS, ETC SHOULD NOT BE ENTERED AND MEMBER SHOULD TRAIN WITH THE WORK CENTER AS STATED IN PARA G.

3. FOR HC-5/11: FORWARD A COPY OF THIS AMMT TO ALL DETACHMENTS.//

BT

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RTD:000-000/COPIES: